

JOB ANNOUNCEMENT VACANCY #02-EP-DCPS-0019

Agency:	D.C. Public Schools
Division/Unit:	
Position:	Budget Director
Grade/Step:	MSS-15/10
Salary Range:	\$110,176
Area of Consideration:	Unlimited
Opening Date:	5-29-02
Closing Date:	Open until filled
Number of Vacancies:	One

Position Description:

The incumbent is responsible for the full complement of budgetary operations necessary to support the programs and personnel of the organization. Prepares detailed analyses and estimates of annual funding needs for one or more future budget years. Develops and/or edits justification statements for requested multi-year and one year appropriations. Presents budget estimates to fund-granting and reviewing authorities. Participates with the Deputy Superintendent of Finance and Administration and Director of Fiscal Services in the development of financial policy and controls. Keeps department officials and staff members informed on new financial systems designs and improvements that are developed and required by the D.C. Office of Budget and Planning and D.C. Financial Management Office. Examines and reports work progress on budget and grants management program accomplishments. Supervises professional, technical, administrative and clerical personnel.

Must have professional knowledge of the concepts, principles, practices, laws and regulations that apply to budgeting and detailed knowledge of the process through which budgets are developed, transmitted, presented and reviewed. Detailed knowledge of the financial management and program objectives of the school system, the D.C. Office of Financial Operations and Systems, D.C. Office of Budget and Planning, and Congress. Must be skilled in projecting and analyzing the effect of budgetary actions on national economics, social and political objectives and have the ability to formulate, justify and execute a budget for a large agency. Knowledge of the organizational politics and the ability to communicate effectively both orally and in writing.

Submission Information:

To: Office of Government Business and Human Capital
Recruitment Division
941 North Capitol St, NE – Suite 1200
Washington, DC 20002
Fax: (202) 442-6413

Submission Materials: DC2000 (employment application) or Resume and cover letter

Employment with the District of Columbia Office of the Chief Financial Officer (OCFO) is at the pleasure of the Chief Financial Officer. A background investigation is mandatory for all OCFO employees. The OCFO is an equal opportunity employer. I understand that a false statement on any part of my application may be grounds for not hiring me, or for firing me after I begin work (D.C. Code 1-617.1 (d)(1) et seq. (1991 Repl). I understand that the making of a false statement and/or submitting untrue materials are punishable by criminal penalties pursuant to D.C. Code 22-2405 et seq. (1991 Repl). I understand that any information I give may be investigated as allowed by law or Mayoral order. I consent to the release of information regarding my suitability for District of Columbia government employment by employers, schools, law enforcement agencies, and other individuals and organizations to investigators, personnel staffing specialists, and other authorized employees of the District of Columbia government. I certify that, to the best of my knowledge and belief, all of my statements are true, correct and complete.